

Seneca LIBRARIES

POLICY STATEMENT: COLLECTION DEVELOPMENT

POLICY #	SL2009 - 01
ORIGINATOR:	Collection Development Review Committee
APPROVED BY:	Tanis Fink, Chief Librarian and Director, Seneca Libraries
EFFECTIVE DATE:	December 1, 2009
REPLACES:	Policy dated September 2004

Purpose

Seneca Libraries collect, maintain, and make accessible materials relevant to the curriculum and recreational interests of Seneca College. In supporting these programs Seneca Libraries will provide access to information in multiple formats including print, audio-visual, and electronic.

Selection Responsibility

Seneca Libraries' collection development librarians oversee the development and maintenance of collections at each campus. Faculty participation plays a vital role in the collection process given their unique position of subject expertise to assess curriculum needs and evaluate specialized information.

Clientele

Seneca Libraries' collections are intended primarily to support the information needs of students enrolled at Seneca College, as well as to meet the preparatory and instructional needs of faculty members. Other members of the Seneca community (including alumni) and the community in general also make use of the collection.

Intellectual Freedom

Access to ideas and full freedom of expression are fundamental to the education process. Seneca Libraries' collection includes materials representing a wide variety of viewpoints. The Libraries does not, at the request of any individual or group, add materials that do not meet the College's stated selection criteria or remove materials that do meet the College's stated selection criteria.

Selection Criteria

Access, currency, reliability, usability, and relevance to the information needs of our clientele are the library's main considerations in selecting materials for purchase. Some materials not directly related to programs offered at Seneca will be considered for purchase if they are of informational or recreational interest to an educated and informed College community. Increasing access to library materials is a priority. This will be achieved by increasing the ratio of electronic to print holdings wherever the marketplace, funding and academic requirements allow.

Books

Foreign Language Materials

The Library collects primarily English language materials, but also collects in other languages as required by the curriculum (e.g. dictionaries, films for French programs).

General Collection

The majority of Seneca's book resources are purchased for the circulating General Collection. The collection of each campus library reflects the subjects and disciplines taught at that campus. As a result the subject strengths of each campus vary. Titles may be purchased in either print or electronic format.

Reference

The reference collection consists of non-circulating print materials and online resources that are used to answer basic questions that do not generally involve extended study. Seneca Libraries prefers to build an electronic reference collection that increases access and can be shared across campuses.

Reserve

A reserve collection is maintained that is made up of frequently used materials. Accessibility of these items is limited to increase availability to patrons. Reserve materials loan periods range from two hours (in library) to up to seven days, depending on the item in question.

Traditional reserves are copies in print (photocopies, folders, books and other physical items) that are kept at the Borrower Services Desk and checked out at a student's request.

An alternate approach to reserves is available in the form of Course Readings which is an integration of course reserves and online course resource pages. Paper reserves are made available online where possible and exist alongside other types of course materials (e.g., optional readings, recommended databases). This approach increases accessibility to patrons, reduces costs and integrates seamlessly into the College's learning management system (MySeneca). Items that cannot be made available online (for copyright, cost or other reasons) will be placed on reserve at the Borrower Services Desk.

Textbooks

The library purchases one copy of all required readings for full-time courses as a courtesy to students. (Duplicate copies of specific high-demand items will be considered by exception only.) Textbooks are placed on a two-hour in-library use only loan on the reserve shelf. The library does not supply internet cards/internet access that comes with textbooks.

Consumables

Consumables, such as workbooks or study guides, entirely composed of worksheets, are intended for personal use. Due to the unavailability of photocopy licensing for consumables the library cannot buy materials of this type.

Fiction

Seneca Libraries is committed to collecting course-related literature resources as well as award-winning fiction, with an emphasis on Canadian literature. A paperback leisure reading collection

is also maintained, as well as a small collection of easy reading paperbacks for English Language learners.

Seneca College Authors

Purchase of Seneca faculty and staff authored publications is based on Seneca Libraries' subject, material type and format collection development title selection criteria. Seneca Libraries does not provide permanent access to Seneca author publications. Seneca Libraries will gladly review for acquisitions consideration, any print books authored or edited by Seneca staff, donated to the library. Library staff will make every effort to identify all publications authored or edited by Seneca faculty for acquisitions consideration.

Periodicals

To maximize access and to address trends in research and trade publishing, electronic subscriptions are preferred over print subscriptions. Factors to be considered in choosing print over electronic should include, but are not limited to the following: remote access, number of users, cost, and expected usage.

Government Documents

The Newnham Library is a selective depository for federal, provincial and Statistics Canada documents. These materials are collected with the same selection criteria used for other resources. If both print and electronic copies are available, the library will select the electronic copy.

Audio-visual Materials

The audio-visual collection is intended to support course curricula. The preferred format for films is DVD and all audio-visual materials must have Public Performance Rights (PPR) in order to be considered for purchase by the library. For increased access, video-streaming technology is preferred subject to cost and technical access considerations.

Electronic Resources

Electronic resources are acquired under license to meet the instructional and research needs of Seneca library users. Seneca Libraries can only collect titles that can be licensed for institutional use, in an educational setting. Products with overly restrictive permitted uses or access management contractual requirements cannot be considered for licensing.

Internet Resources

Many resources are now freely available via the internet. Subject to considerations of currency, reliability, usability and relevance to the information needs of our clientele, internet publications may be added to the Seneca Libraries' collection.

Donations

Although valuable material may be obtained through donation, these resources, whether electronic or print, must be evaluated with the same criteria used for purchases. All donations are assessed for relevancy and currency by the appropriate subject specialist. If donations do not meet the criteria for addition to the library collection, they will be returned to the donor, recycled, or added to a library book sale. Seneca Libraries does not provide tax receipts.

Do Not Actively Collect

Seneca Libraries does not collect film strips, microfiche, games, video games, course catalogues, and annual reports. Rare books and rare documents are collected by exception, and are held in the reserves

collection. Climate controlled, supervised access facilities are not available. Student work is generally not collected with the exception of Bachelor's degree program capstone course projects.

De-selection

Seneca Libraries recognizes the de-selection of materials as an important part of the collection development process. De-selection criteria include: age, relevance, uniqueness of coverage, circulation, physical condition, reliability, duplication, and format.

Replacement

Seneca Libraries does not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. Decisions to replace an item are based on the following considerations: demand for the title, existing coverage of the subject within the collection, and the availability of newer and revised materials on the subject.

Collections Reporting and Evaluation

Seneca Libraries will track expenditure and usage statistics of the collection process on an annual basis. The library will generate an annual report on collections which will be made publicly available.

Fund Allocation

Seneca Libraries' reserves the right to determine fund allocation.

Each Seneca Libraries collections staff is individually accountable for compliance with this policy.

Signature: _____ **Date:** _____